



STANDARDS OF APPRENTICESHIP

adopted by

VANCOUVER MACHINISTS AND AUTOMOTIVE MACHINISTS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
AUTOMOTIVE BODY & FENDER		807.381-010	8000 HOURS
AUTOMOTIVE MECHANIC (Automotive Repair Shops)		620.261-010	8500 HOURS
AUTOMOTIVE TECHNICIAN		620.281-066	8500 HOURS
HEAVY DUTY EQUIPMENT MECHANIC		625.281-010	8000 HOURS
MACHINIST		600.280-022	8000 HOURS
MACHINIST AUTOMOTIVE (Machine Shop)		600.280-034	8000 HOURS
MACHINIST METAL FABRICATOR		619.360-014	6000 HOURS
MACHINIST MOLD MAKER		601.280-030	10,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

FEBRUARY 19, 1941
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OCTOBER 17, 2003
Committee Amended

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Standards Amended (review)

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By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

VANCOUVER MACHINISTS AND AUTOMOTIVE MACHINISTS
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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

Clark, Skamania and Klickitat Counties, Washington

II. MINIMUM QUALIFICATIONS:

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **A minimum of 18 years of age.**
- Education: **High school graduate or the equivalent.**
- Physical: **Able to meet the requirements of the trade.**
- Testing: **N/A**
- Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Responsibilities:

- a. The Vancouver Machinist and Automotive Machinist Apprenticeship Committee is responsible for the operation of this Apprenticeship Program and to assure that all participating Training Agents adhere to these Selection Procedures.**
- b. All Training Agents must sign a compliance form agreeing to be bound by the Affirmative Action Plan and apprenticeship opportunity guidelines contained in these Standards as approved by the Registration Agency.**
- c. Persons desiring apprenticeship training under the Vancouver Machinist and Automotive Machinist Apprenticeship Committee shall**

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make application to a Training Agent approved by the
Apprenticeship Committee.

2. **Opening Announcement and Training Agent Actions.**
 - a. **Training Agents will post the Apprenticeship position opening announcement in their facility for a period no less than 30 days prior to accepting applications and will accept application for a minimum period of 2 weeks.**
 - b. **Copies of the Opening Announcement will be submitted to the Apprenticeship Committee.**
 - c. **The Training Agent will maintain a record of all apprenticeship applicants and will have a copy of the Vancouver Machinist and Automotive Machinist Apprenticeship Committee Standards of Apprenticeship available for applicants to read.**
 - d. **The Training Agent will select the applicant according to their normal employee selection procedure.**
3. **Actions at the Apprenticeship Committee Meeting.**
 - a. **The Applicant and the Training Agent will appear before the Apprenticeship Committee for an orientation and information interview to orient and explain the apprenticeship program and the responsibilities the Training Agent and apprentice must fulfill during the term of the apprenticeship.**
 - b. **The applicant will sign the "Record of Apprentice Applicants" and will submit an "Application for Apprenticeship" and present transcripts of all school records and grades. These will be returned to the Secretary of the Apprenticeship Committee.**
 - c. **The committee will review pertinent information regarding the applicant and determine whether the applicant will be approved or disapproved to enter the training program.**
 - d. **Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation based on the Training Agent's recommendation and place him/her in the proper work experience and wage progression period.**
 - e. **The training Agent and applicant will be informed of the obligation to abide by the Standards established for the trade. They will be**

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provided with a current copy of the Standards of Apprenticeship and a Work Progress Record book and instructed on its use.

- f. The apprentice will be registered to the Vancouver Machinist and Automotive Machinist Apprenticeship Committee and the Apprenticeship Agreement filled out and submitted to the Registration Agency.

B. Equal Employment Opportunity Plan:

Affirmative Action requirements are set at a Federal level and found at 29.30 Code of Federal Regulations. Those requirements along with the rights to govern the Apprenticeship Program are delegated to the State and found at 49.04 Revised Code of Washington and in 29.05 Washington Administrative Code. The State, through the authority of the Federal Government, and the requirements of Federal Apprenticeship are bound to the Affirmative Action initiatives as specified in the Apprenticeship Standards documents.

This committee's focus is to actively pursue the various organizations where potential apprenticeship candidates could be contacted. The Apprenticeship Committee and its participating Training Agents will consider all applicants equally, abide by the laws pertaining to fair employment practices, and provide equal opportunity for all employees and applicants for apprenticeship openings without regard to race, religion, color, sex, age, national origin, creed, marital status, disability, veteran, current or future military status, and the presence of any sensory, mental, or physical handicap, in regard to any apprenticeship position or opportunity for which the employee or applicant is qualified. Applicants for the apprenticeship opportunity shall be selected solely on the basis of their individual qualifications and abilities.

1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.
 - a. The committee will develop an Advertisement Flyer to distribute to key contacts organizations. This Flyer will describe and communicate the function and purpose of the Apprenticeship committee as well as identifying the Training Agents participating in the program. This Flyer will include new Training Agents that have joined the program; their addresses and HR contact names. The Flyer will also include information regarding committee meeting activity, wage and salary comparative analysis, and other pertinent items that would improve the committees outreach objectives.

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- b. This information will be disseminated, not less than semiannually and will be provided to the state apprenticeship council, local schools, employment service offices, women's centers, outreach programs and community organizations which can effectively reach minorities and women and shall be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.
 - c. The Committee will also invite key contacts to their regularly scheduled meetings to provide a forum for direct dialogue regarding curriculum improvements and ideas to enhance the committee's ability to improve our outreach efforts.
 - 2. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
 - a. The committee will make every effort to participate in Vocational Trade Workshops, Outreach initiatives, and act as a member on Clark College Advisory Committee of Vocational Skills.
 - b. The Committee will also contact the Employment Security Department to communicate opportunities available in the Apprenticeship program. In addition, the Committee will utilize Career Counseling resources to collect vital information relative to the career as trained by the Apprenticeship Committee Training Agents.
 - 3. Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
 - 4. **Educator Network Building Initiative:**
 - a. The objective of the Committee will be to develop a communication link between the Committee's activities and the activities of each contact. Communication would serve as a conduit to any potential Apprenticeship candidates including women and minorities who may be participating in the programs that the educators or advisors may offer.
 - b. The Vancouver Machinist and Automotive Machinist Apprenticeship Committee will develop a list of organizations and contacts that currently participate in the development and education of potential Apprenticeship candidates. These contact would include but not be

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limited to the following: Education Service District #112, Clark College Vocational center, local High Schools, High School Metal Shop instructors, and other trade vocational or educational organizations in the Clark, Skamania, Klickitat counties. The committee will also pursue direct contact with Vocational Skills advisory committee's within these counties.

5. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.
 - a. All Training Agents must sign a compliance form agreeing to be bound by the Affirmative Action Plan and apprenticeship opportunity guidelines contained in these Standards as approved by the Registration Agency.
 - b. The committee will also distribute an informational flyer to each participating Training Agent for posting in their respective facility to attract internal candidates to the program's opportunities.
6. Engaging in such programs as outreach for the positive recruitment and preparation of potential applicants for apprenticeship. The sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

The committee will request a list of graduating students who would potentially be future candidates for the apprenticeship program from each of the "key contact" organizations and persons. The requested list will include the student's name, address, and phone number along with the discipline in which they concentrated their studies. The committee will then send a letter and informational flyer to each graduate informing them of the program, the committee, and the participating training agents.

7. Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.

The committee will also send an introductory letter and an informational flyer to new potential Training Agents to encourage their participation in the apprenticeship program thereby increasing the program's exposure to new potential applicants.

8. Grant advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

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9. **Appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex; such as: General publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey-level workers as recruiters; career counseling; periodic auditing of affirmative action programs and activities; and development of reasonable procedures between the sponsor and the employers of apprentices to ensure that equal employment opportunity is being granted.**

The Committee will also create an advertisement/communication Flyer that would inform the reader of the existence and purpose of the Apprenticeship committee. It would include contact names and phone numbers of specific members to contact and provide a description of the training positions covered by the Apprenticeship program and provide a list of the employers listed as Training Agents. The Flyer will also provide an occupation and wage comparison analysis provided by the Employment Security Department to attract potential candidates into the Apprenticeship program.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship for an automotive body and fender, machinist, heavy duty equipment mechanic, and machinist automotive apprentice shall be four (4) years or 8000 hours of reasonably continuous employment in the principal operation of the trade.

The term of apprenticeship for the automotive technician and automotive mechanic shall be 8500 hours of reasonably continuous employment.

The term of apprenticeship for machinist metal fabricator shall be 6000 hours of reasonably continuous employment.

The term of apprenticeship for mold maker shall be 10,000 hours of reasonably continuous employment.

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V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed the first 1000 hours of employment as a registered apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

One (1) apprentice to each one (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where

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applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. The wage progression for Automotive Body and Fender, Machinist, Heavy Duty Equipment Mechanic, and Machinists Automotive apprentices shall be:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	55%
2	1000 hours	60%
3	1000 hours	65%
4	1000 hours	70%
5	1000 hours	75%
6	1000 hours	80%
7	1000 hours	85%
8	1000 hours	95%

B. The wage progression for Automotive Technician and Automotive Mechanic shall be:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	45%
2	1000 hours	50%
3	1100 hours	55%
4	1100 hours	60%
5	1100 hours	65%
6	1100 hours	75%
7	1100 hours	85%
8	1000 hours	95%

C. The wage progression for Machinist Metal Fabricator Shall be:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	50%
2	1000 hours	55%
3	1000 hours	60%
4	1000 hours	70%
5	1000 hours	80%
6	1000 hours	90%

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D. The wage progression for Mold Maker Shall be

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours	50%
2	1000 hours	55%
3	1000 hours	60%
4	1000 hours	65%
5	1000 hours	70%
6	1000 hours	75%
7	1000 hours	80%
8	1000 hours	85%
9	1000 hours	90%
10	1000 hours	95%

VIII. WORK PROCESSES:

A. <u>Automotive Body and Fender:</u>	<u>Approximate Hours</u>
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1. **Correcting damaged fenders, roughing out, dinging damaged parts, welding and strengthening filing, solder, grinding, removing, replacing, and realigning.....1500**
2. **Refinishing and spotting, rough and wet sanding, feathering out, cleaning, masking, application of primer and surfacer with spray gun, water sanding.....1500**
3. **Repairing and replacing door and body panels, window regulator assembly, removing door lock assembly, removing and replacing upholstery and glass, rehanging and aligning doors1500**
4. **Other processes to be learned: body solder and plastic application, use of pneumatic hammer in metal dinging, shrinking of stretched metal, lining up and hanging hoods and decklids, straightening and lining up bumpers, cleaning and polishing various finishes, use and care of spray equipment1500**
5. **Removing and installing, aligning and finishing turret tops; removing, replacing and repairing shell, grill and radiators; also squaring and aligning complete body assembly, and correct installation on frame.....2000**

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B.	<u>Automotive Mechanic:</u> (Automotive Repair Shops)	Approximate <u>Hours</u>
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Including all repairing of automobiles, trucks, buses, motorcycles, all two or four cycle engines, liquid or air-cooled and turbines, and all other work generally associated with the automotive industry as herein contained.

1.	Familiarization	250
	New vehicle service, installation of accessories, body service, shop routine	
2	Brakes.....	1000
	Adjusting, relining, repair hydraulic systems, power operated brakes, air and vacuum brakes, ABS, 4-wheel, disc brakes, hydro boost systems	
3.	Chassis.....	1000
	Frame, steering units, front systems, shock absorbers, springs, shackles, electronic suspensions, electronic power steering system.	
4.	Clutch and Transmissions	1250
	Clutches, transmissions, standard and automatic, overdrives, and shift controls, power take-off, constant velocity joints, computer controlled transmissions	
5.	Rear Axle Assembly	250
	Differential, universal joints, drive lines, rear axle	
6.	Power Plants	1500
	Valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning, cooling system	
7.	Electric System	1000
	Wire and light system, alternators and regulators, motors starting, windshield wiper, etc., instruments and (LED type) gauges, ignition and batteries, transmissions controls, AC systems climate control systems.	
8.	Motor Analyzing	2000
	Carburetors, fuel systems, distributors, etc., trouble shooting, fuel injectors, tune-up, computerized engine controls, E.F.I. systems.	
9.	Miscellaneous.....	250
	Exhaust systems, welding auxiliary devices, etc., shop operations, service selling and supervision, review	

TOTAL HOURS: 8500

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C. <u>Automotive Technician:</u>	<u>Approximate Hours</u>
1. Analysis Procedure & Operation of Equipment	500
2. Cooling System	200
Theory-electrical & motorized	
3. Air Conditioning Systems.....	500
Theory, analysis, parts replacement	
4. Ignition Systems	1000
Primary, secondary, theory and analysis	
5. Computer systems.....	2000
Diagnostic, theory, components	
6. Starting and charging systems.....	500
Analysis, component fine-tuning	
7. Fuel Systems	1500
Theory, rebuilding carburetors, analysis	
8. Fuel Injection Systems.....	1500
Theory, analysis components Electrical and Computerized	
9. Emission Controls	800
Analysis, components, theory	
TOTAL HOURS:	8500

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D. Heavy Duty Equipment Mechanics:

Approximate Hours

Covers repairing and rebuilding of all heavy duty machinery including cats, tractors, shovels, graders, and all similar types of equipment.

- 1. Gasoline Engine Repairs1500**
 - a. Pistons, rings, valves, and bearings**
 - b. Fuel systems-carbonization and fuel pumps**
 - c. Ignition, starter, and electrical systems**
 - d. Lubrication system and oil pumps**
 - e. Cooling systems**
- 2. Diesel Engine Repairs1500**
 - a. 4-cycle engines**
 - b. Pistons, rings, valves and bearings**
 - c. Injection systems**
 - d. Starting systems**
 - e. Cooling systems**
 - f. Lubricating systems**
- 3. Drive and Control Systems2000**
 - a. Clutches and drives**
 - b. Transmissions and transfer cases and power take-off**
 - c. Final drives**
 - d. Reel wheel**
 - e. Tracks and track suspension systems**
- 4. Equipment Repair and Maintenance2500**
 - a. Winches and hoisting gear**
 - b. Hydraulic and pneumatic systems**
 - c. Air compressors**
 - d. Bulldozers, graders, and motor road patrol**
 - e. Cranes, clamshells and drag lines**
 - f. Welding and burning (gas and electric)**
- 5. Lubrication and lubrication systems of all equipment.....500**

TOTAL HOURS: 8000

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E. <u>Machinist:</u>	<u>Approximate Hours</u>
1. Tool crib	160
2. Drill Presses	480
3. Shaper and Planer.....	640
4. Engine Lathe.....	1000
5. Turret Lathe	760
6. Milling Machine	800
7. Horizontal Boring Mill	480
8. Vertical Boring Mill.....	480
9. Bench, Assembly, and Outside Job Work	720
10. Broaching and Key Seating.....	160
11. Layout Table.....	320
12. Welding and Cutting	320
13. Surface and Cylindrical Grinding.....	320
14. Tool and Cutter Grinding	240
15. Gear Cutting.....	160
16. Heat Treating	160
17. Miscellaneous Related Items.....	800
TOTAL HOURS:	8000

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F. <u>Machinist Automotive: (Machine Shop)</u>	<u>Approximate Hours</u>
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This covers all machine shops that do automotive machine work (such as, engine reconditioning and all other automatic unit rebuilding).

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|----|--|------|
| 1. | Bench work, dismantle, assemble valves, valve seats, inserts, and rebuild internal combustion engines..... | 2000 |
| 2. | Main line boring, bearing inserts, bearing and rebabbiting..... | 500 |
| 3. | Cylinder boring, piston grinding, pin fitting, brake drum lathe | 1250 |
| 4. | Machine tool maintenance, grinding drills, reamers and cutters..... | 250 |
| 5. | Lathe, plane, milling machine, cylinder grinding and general machine work | 3000 |
| 6. | Crankshaft grinding | 1000 |

TOTAL HOURS: 8000

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G. <u>Machinists Metal Fabricator:</u>	<u>Approximate Hours</u>
1. Fitting	1150
2. Layout	450
3. Blueprint	100
4. Welding	2000
5. Burning	500
6. Shop Procedure	500
7. Fabricating.....	1050
8. Metallurgy	150
9. Miscellaneous.....	100
TOTAL HOURS:	6000

The above work experience to be applied as it pertains to the machinists trade.

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H. <u>Machinist Mold Maker:</u>	<u>Approximate Hours</u>
1. Drill Press (single spindle/radial)	80
2. Lathe (engine).....	1000
3. Milling Machine	2200
4. Grinding internal, external, surface and cutter	1800
5. Heat Treating	200
6. Acetylene & Electric Welding.....	120
7. EDM	800
8. Inspection & Measurement.....	100
9. CNC	2000
10. Drafting.....	500
11. Benching and Polishing	1000
12. Other related machine shop functions	200
TOTAL HOURS:	10,000

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X. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☐ () Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Credit for Previous Experience.

Credit for previous experience must be submitted by written request to the Committee after the Apprentice has completed the probation period. Documentation must be included verifying the work experience or related classes the apprentice is requesting credit for. The Committee will use fair and consistent standards to determine and award credit equally.

2. Tracking and Submission of Hours.

- a. Apprentices must maintain a record book detailing the number of hours of work processes completed and classes attended for each month. The journey level supervisor must sign off to verify accuracy and indicate observations and recommendations.**
- b. The Apprentice Record Book must appear at the nearest Committee meeting date held prior to being eligible for a re-rate. (i.e. if re-rate increase based on hours completed is August, then appear at the May meeting.) They must bring their record book and any questions or**

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concerns. The Committee may require the attendance of the journey level supervisor.

- c. The Committee will review the progress of the apprentices to determine recommendation for approval of re-rate.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

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- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
 - 1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

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Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the

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purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

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D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Vancouver Machinists and Automotive Machinists Apprenticeship Committee will be composed of an equal number of representatives of both Employers and Employees. The Committee will hold quarterly scheduled meetings during the months of February, May, August and November. The Chair or Secretary may call other meetings as necessary.

Effective November 2003, elections for Chair and Secretary will be held at each November meeting of odd numbered years to be effective January 1 of the new

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even numbered year. The position of Chair and Secretary will alternate between Employer and Employee representatives at each election.

Quorum: A quorum is defined as a minimum of 2 representatives from both the Employer and Employee sides.

Program type administered by the committee: **INDIVIDUAL NON-JOINT**

The employer representatives shall be:

**Brian Weston, Secretary
Columbia Machine, Inc.
107 Grand Blvd
Vancouver, WA 98661**

**Frank Farruggia
Tidland Corp.
2363 SE 8th Avenue
Camas, WA 98607**

**Tom Infante, Alternate
Tidland Corporation
21305 SE 8th Ave
Camas, WA 98607**

The employee representatives shall be:

**Ronald Millard, Chairman
Columbia Machine, Inc.
107 Grand Blvd.
Vancouver, WA 98661**

**Brian Sutherland
Columbia Machine, Inc.
107 Grand Blvd
Vancouver, WA 98661**

**Tom Kirk, Alternate
Tidland Corp.
2363 SE 8th Avenue
Camas, WA 98607**

**Robert Hibler, Alternate
Columbia Machine, Inc.
107 Grand Blvd
Vancouver, WA 98661**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE